



PRIORITY NOTICE: Requirements for renewal of criminal history records check

Beginning July 1, 2017, the processing of renewal of criminal history records check for those individuals that have not been continuously employed will require a national criminal history records check in order to be in compliance with State law ([20-A MRS §6103](#)) and rules ([05-71 Chapter 115 Part 1, Section 3.2](#)).

Individuals that have not been continuously employed (interrupted service) will be required to be re-fingerprinted to renew their criminal history records check.

If an individual believes they have been continuously employed and not reported in the NEO staff system, verification of their continuous employment will be necessary. Verification of employment documents should be sent along with the renewal application.

Instruction for criminal history records check and fingerprinting are available at: <http://www.maine.gov/doe/cert/fingerprinting/renewal-instructions.html>

For more information please contact the Certification office at 207-624-6603 or cert.doe@maine.gov

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